

## **PROBATION OFFICER – KOOTENAI COUNTY**

Adult Misdemeanor Probation

Salary: \$19.90 to \$21.40/Hr/DOE + benefits

Closing Date: Open Until Filled

### **APPLICATIONS ACCEPTED ONLINE ONLY**

#### **DOCUMENTATION REQUIRED: ONLINE APPLICATION, COVER LETTER, RESUME AND LETTERS OF REFERENCE**

**SUMMARY:** This is an “armed” position and requires successful completion of the Idaho POST Firearms qualifications and continuous re-qualifying per POST standards. Candidates must successfully pass a law enforcement background which will include a polygraph and psychological testing, and successful completion of Idaho POST Academy within one year of hire.

Under the immediate supervision of the Adult Misdemeanor Probation Supervisor with the broad supervision of the Department Administrator. This position is granted wide latitude of decision-making subject to Federal, State, and County laws and Department guidelines. The principal duties of this position are performed in a work environment in which the employee is subject to potential personal danger and health hazards.

This is an “armed” position performing a variety of working level professional duties as needed to manage an adult supervised probation case load. Provides Court-Ordered supervision (from low-risk through intensive) for adult probationers that have been convicted of a criminal offense(s). Ascertains individual client needs in order to match those needs to the appropriate evidenced based programs. Provides the appropriate level of supervision so as to fulfill the conditions of the court order in conjunction with the County’s Mission Statement, Vision Statement, and Values and Operating Principles, as well as the Mission Statement of the Probation Department. Utilize an established Risk Assessment screening program to assist in determining the level of risk and supervision.

**EDUCATION AND/OR EXPERIENCE:** Bachelor's degree from a four-year college or university in Social or Behavioral Sciences, Criminal Justice or a related field; and a minimum of two (2) years related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATIONS, LICENSES, REGISTRATIONS:** Must possess or have the ability to obtain a valid driver's license and be insurable; must provide reliable transportation; possess or have the ability to obtain a valid First Aid card and CPR Certification; maintain Appropriate Use of Force Certification; maintain certification for NCIC/ILETS background checks.

Must meet Adult Misdemeanor Probation POST requirements prior to the start of employment, and maintain POST certified status. Must be POST certified within 12 months of hire, as required by Idaho Code.

This position is an “armed” position and requires the successful completion of POST Academy and POST Firearms training and qualify as required by department and POST standards. The use of the firearm requires the officer to make “life threatening” decisions in rapidly evolving situations where the potential for injury or death is possible.

**OTHER QUALIFICATIONS:** Must successfully pass the County's pre-employment and subsequent random drug testing and selection process to include: law enforcement extensive criminal background investigation, fingerprinting, polygraph testing, psychological examination, credit check and medical evaluation including hearing and vision.

Responds, as needed, in compliance with a 24 hour “on call” responsibility for the monitoring of adult offenders placed under the supervision of the Adult Misdemeanor Probation departments.

**HOW TO APPLY:** Kootenai County is now accepting online applications! Go to our website <http://www.kcgov.us/departments/personnel/joblist.asp> . Any questions please contact Human Resources at [kchr@kcgov.us](mailto:kchr@kcgov.us) or 208-446-1640. A pre-employment drug test is required for all positions. Kootenai County is an Equal Opportunity Employer.